

MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Licensing and Regulatory Affairs (LARA)

AGENCY INSTRUCTION

DOCUMENT IDENTIFIER:

MIOSHA-ADM-13-1R2

DATE:

June 25, 2019

SUBJECT: MIOSHA Initiatives

- I. Purpose. Provide guidelines on procedures for establishing and tracking Michigan Occupational Safety and Health Administration (MIOSHA) Initiatives.
 - II. Scope. This instruction applies agency-wide.
 - III. References.
 - A. Agency Instruction MIOSHA-ADM-10-3, [Workgroup Procedures](#), as amended.
 - B. [MIOSHA Strategic Plan](#) for Fiscal years 2019-2023.
 - IV. Distribution. MIOSHA Staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
 - V. Cancellations. All previous versions of this agency instruction.
 - VI. Next Review Date. This instruction will be reviewed on September 30, 2023.
 - VII. History. History of previous versions includes:

MIOSHA-ADM-13-1R1, June 7, 2016
MIOSHA-ADM-13-1, April 2, 2013
MIOSHA-MEMO-ADM-10-7, November 23, 2010
 - VIII. Contact. [Barton G. Pickelman](#), Director
 - IX. Originator: Barton G. Pickelman, Director
 - X. Background. MIOSHA has for many years used an “Initiative” approach to connect with employers, employees, and organizations that represent employers and/or employees. An initiative is an approved and implemented outreach plan that coordinates MIOSHA resources to address a specific occupational safety or health issue or in some way target resources to improve safety and health in the Michigan workplace. An approved outreach plan identifies the types of outreach activities that will be completed within a specified timeframe. Initiatives are implemented to notify the public about significant changes in standards, to target specific industries that are experiencing a significant number of injuries, illnesses, or compliance concerns, to participate in a MIOSHA or Occupational Safety Health Administration emphasis program, or to address other issues that MIOSHA believes will enhance or improve safety or health in the workplace.
- An initiative is intended to provide employers and employees information to reduce worker injuries, illnesses, and fatalities, and contribute to workplace safety and health. This instruction provides guidelines on procedures for establishing and tracking a MIOSHA Initiative. Common initiative outreach activities include training sessions, targeted consultation, and the development of fact sheets, press releases, or other materials for public distribution.

- XI. Scope and Types. Initiatives may be division specific, involve several divisions, or be agency-wide. Many initiatives are established for a specific purpose or to accomplish a specific task(s). The timeframe for an initiative will typically be one to three years. Once the purpose is met or the specific task(s) is completed, the initiative will be ended. When an initiative ends, it may become policy or be accepted as a routine business practice if the purpose of the initiative continues to be relevant to the agency mission and goals.
- XII. Communication. A lead division and initiative liaison will be identified for each initiative. The lead division and/or liaison must consider current initiatives to determine if the new issue identified would require a new workgroup. MIOSHA's [current initiatives](#) are located on the website. If an existing initiative or workgroup could cover the issue, the issue should be coordinated with individuals participating on that workgroup or initiative. If not, the initiative liaison will use the Initiative Outreach Plan Form ([Appendix A](#)) to document the need for the initiative and the resources necessary. For any initiative involving more than one division, all involved divisions must be included in dialogue and decision making.
- If a decision is made to proceed with the initiative, the Initiative Outreach Plan will be submitted to the liaison's division director for approval and forwarded to administration. The liaison is responsible for ensuring communication is maintained between individuals working on the initiative and the division/agency, as appropriate.
- XIII. Notification of a Newly Established Initiative. When a MIOSHA division or divisions plan a new initiative, the division directors and affected staff will be notified after approval by administration. The LARA/MIOSHA public information officer will be contacted to discuss the need for articles in the MIOSHA News and/or a press release.
- XIV. Initiative Procedures and Data.
- A. New initiatives shall be consistent with the goals and strategies delineated in the MIOSHA strategic plan 2019-2023.
 - B. The initiative will have a start date and an anticipated end date whenever possible.
 - C. The initiative will be reviewed annually to evaluate the outcomes of the outreach activities and determine the need to extend or end the initiative.
 - D. Extended initiatives may require submittal of a revised outreach plan.
 - E. If a workgroup is developed as a result of creating a new initiative, a workgroup notification will also be submitted in accordance with Agency Instruction MIOSHA-ADM-10-3, [Workgroup Procedures](#), as amended.
 - F. Data shall be maintained to determine the effectiveness of the initiative, e.g., number of employees trained, number of hazard surveys conducted in the target area, and list of accomplishments.
 - G. Data shall be submitted to the appropriate division director and administration annually.

Click here for a link to the [Initiative Outreach Plan](#).

Appendix A
INITIATIVE OUTREACH PLAN

Name of Initiative:

Initiative Liaison:

Telephone:

Date Submitted:

Check all that Apply: ☐ New/Revised Standard ☐ New Targeted Industry ☐ New Targeted Hazard

Divisions Involved: ☐ Administration ☐ Appeals ☐ CET Division
☐ CSHD ☐ GISHD ☐ TSD

Lead Division: Choose from the drop down list.

Purpose/Scope:

Use this plan to determine the need for resources. Check appropriate actions and provide additional information as needed.

1. Policy/Procedure

- ☐ New or revised MIOSHA policies, procedures, instructions or interpretations. Insert details for this recommendation. Attach relevant documentation.

5. Staff Training

- ☐ MIOSHA staff training. (For example: a new/revised rule, measures to implement the rule, hazard(s) that initiated need for the rules and/or MIOSHA policy or procedures affected by the rules.) Insert details for this recommendation. Attach relevant documentation.

2. Communication (Check all that apply.)

- ☐ Press Release
☐ MIOSHA News
☐ MIOSHA Website
☐ MIOSHA Messenger
☐ GovDelivery Message
☐ Social Media
☐ Other

6. Outreach Activities (Check all that apply.)

- ☐ Develop, revise, and conduct training program.
☐ Targeted consultation.
☐ Seek alliances/partnerships with public or private organizations.
☐ Letters to target industries.
☐ Targeted enforcement.
☐ No outreach activities needed.
☐ Other

3. Educational Resources (Check all that apply.)

- ☐ New DVDs for lending library and MIOSHA staff use.
☐ New reference materials for MIOSHA staff use.
☐ New or revised MIOSHA publications/fact sheets.
☐ New or revised MIOSHA presentations/training.
☐ Other

7. Data Generated (Check all that apply.)

- ☐ Number of training seminars conducted.
☐ Number of employees trained.
☐ Number of consultation activities conducted (and what type).
☐ Number of compliance inspections conducted.

4. Workgroup

- ☐ Create a workgroup to develop and implement outreach plan.

Anticipated Launch Date:

Length of Initiative:

Submit the completed form to the division director for approval. Division director will forward to Administration for approval.